

16 August 1976

MEMORANDUM FOR THE RECORD

FROM : [REDACTED]
OTR/II/IMB

STATINTL

SUBJECT: POA and SOO Course
Arrangements and Scheduling Agreed to by
II and FTD, July 1976

1. Beginning with the January-February 1977 running, the two courses will be scheduled back-to-back and conducted at Headquarters Building in either Room 1A-07 or 1A-13. Each course will be 2-1/2 days in length.

2.a. Office of Medical Services will be scheduled in both courses, but on different topics and with different speakers.

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b. [REDACTED] OTR, will speak only in the SOO.

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c. [REDACTED] will participate only in the SOO.

d. Benefits and Services Division will be covered only in the POA.

e. Central Processing will be covered only in the POA.

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3. [REDACTED] will contact [REDACTED], Chief, Central Processing Branch, and [REDACTED] Benefits and Services Division, to provide better and more appropriate coverage on these subjects.

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